DON Research Personnel
Directions for Starting Collaborative Institutional Training Initiative
(CITI)

Go to: www.citiprogram.org

If you are already registered and want to register for a different course (such as the IRB Member learner group) please skip to Step 7. If you are already registered under another institution and want to affiliate with Navy, please log in and select "Affiliate with another institution" before proceeding from Step 2.

1. "*CITI Welcome Page*"
   - Click on "**New Users Register Here**" (in box above Login)

2. "*Select Your Institution or Organization*"
   - At "Participating Institutions" scroll down to and
   - Click on **"Department of the Navy"**

3. "*Select Your Username and Password*"
   - Create username and password according to directions

4. "*Name*"
   - Enter name you want to appear on completion records

5. *"Email Address*"
   - Enter valid preferred email address
   - Enter secondary email address, if desired
   - Click 'Submit'

6. "*Member Information*"
   - Complete all the required information that's marked with *
   - For "Your Command," select the command where you are currently stationed from the drop-down list (most are fully spelled out; some are acronyms)
   - For "Role" select your role with the most comprehensive knowledge requirements (Example: an IRB member must have greater understanding of regulations than a PI, so select IRB Member if you are both a reviewer and researcher)
   - Click 'Submit'

7. "*Select Curriculum*" Screens: *At these screens, you'll answer questions that help you enroll in the appropriate learner group(s). **Naval Academy Midshipmen and Research Subject Ombudsmen** instructions are immediately below. **"All Others"** see below.*

   Directions for USNA Midshipman and Ombudsman:
   - As appropriate, click to check
     - "I am a Midshipman at the USNA and I am required to complete the CITI basic course for Midshipmen" —OR—

- "I am the designated Ombudsman for a protocol and I am required to complete the Ombudsman course.
- o Click 'Next Question'
- o Click 'No' to IRB Reference Resource (You can add this later)
- o Click 'Next Question'
- o Click "Go Back to Learner's Main Menu"
- o Under 'My Courses" Click **'*Not Started* - *Enter*'** to begin first module.

All Others -- Directions:
- o As appropriate, click to check whether your research involves human or animal subjects.
- o Click "Next Question"
- o Click the response that reflects your involvement in biomedical (BIO) or social behavioral research (SBR)

NOTE: If your research involvement focus is *both* SBR *and* BIO, click "The Biomedical Sciences." The modules in the BIO track include components of SBR research.

- o Important, choose only one group. If you choose both tracks, you will have to complete nearly twice as many required modules!
- o Click "Next Question"
- o Select the curriculum that best reflects your role with the most comprehensive knowledge requirements for protecting human subjects. For example, IRB members must choose the "IRB Chairs, Vice Chairs and Members" learner group, even if they are also directors, investigators, or science reviewers.
- o Click "Next Question"
- o Click appropriate response according to whether you also are required to complete the CITI Good Clinical Practice course
- o Click "Next Question"
- o Indicate if you would like access to all available modules. We recommend adding this after you have completed your required course.
- o Click "Next Question"
- o Click "Go Back to Learner's Main Menu"
- o Under "My Courses" Click **'*Not Started* - *Enter*'** or **'*Re-enter*'** to access required modules.

8. "Human Research *Grade Book*" Screen:
- Complete each module and take the quiz, if there is one.
  - o You may have to click a link at the end of the module to generate the quiz.
  - o Minimum overall passing score is 80%. Retake quizzes with lower scores to achieve completion and access your completion report.

Further notes:
- Completing all modules will take approximately 4-6 hours. You may exit and return to the program after completing any module and before continuing on to the next one. If you exit in the middle of a module or before continuing on to the next module, you may not get credit for completing the module.
- After completing all required modules, return to **Learners Menu** to view and print your completion report for your files and to meet DON HRPP and your command's requirements.

- o If a completion report is not available, and you have completed all the required modules for a learner group's course, the most likely reason is that one (or more) of your quiz scores is too low. Re-take low-scoring quizzes.
- CITI modules taken for another institution will apply toward completion of the Navy course if they are identical to those required by Navy. If some completed modules show as incomplete in your grade book, one or more of the following is true:
    - o Your quiz scores do not meet Navy standards (80%).
        - ▪ Retake quizzes for higher scores.
    - o Your completed modules are not versions identical to those required by Navy.
        - ▪ Take modules required by Navy.
    - o Your modules were taken too long ago and you are due for recertification.
        - ▪ Repeat modules to reset completion date.
- The completion report for completing the "IRB Reference Resource" is not valid for any purposes. Your training completion report must be for a learner group appropriate to your role and commensurate with your responsibility for protecting human subjects.